



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>9/2/75</b>	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received <b>SEP 26 1975</b>	Application No. <b>75-228</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Bureau of Investigation; Investigation and Crime Intelligence Squad 1001 International Blvd., Suite 800 Hapeville, Georgia 30354</b>		4. Person to Contact <b>Ms. Carmelita Buchanan Ms. Ricky Williamson</b>	
		5. Working Title <b>Analyst</b>	6. Tel. No. <b>766-1119</b>

## 7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series

**4/74 to Present**

9. Exact Series Title

**REACTION CENTER DAILY REPORT FILES**

10. What is the function of the office in which this record series is created?

The Georgia Bureau of Investigation provides crime prevention efforts and criminal investigation services to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. To perform these functions, the Bureau provides: General investigation of crimes after the fact; specialized investigation of narcotics, major crimes, auto thefts, commercial loss, organized crime intelligence, technical expertise in electronic, optical, photograph surveillances; statistical data base for reflecting the criminal activity occurring within the State Crime Information Center that will retrieve, store, disseminate information regarding all types of crime as submitted by local law enforcement agencies and training in law enforcement skills for investigative agencies.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: ~~Criminal~~ <sup>Reporting</sup> investigations opened by the GBI on a daily basis.

Included are: A written synopsis of cases opened. Information is taken from Criminal Activity Teletype Message Files. (#74-411)

File is arranged: Chronologically by month; thereunder by date of report.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	1	1 1/2		1	1 1/2		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years

# QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?<br>Copy sent to G.B.I. Director                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Jackie Brannon</i>	9/24/75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>B. E. Pender</i>	9/25/75
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dignan</i>	10-3-75
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ben W. Johnson</i>	10-2-75
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. D. N. Sheel</i>	10-7-75